



👤 39 years
 ♀ Female
 📍 Chişinău

Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>

Worker

About me

I have strong attention to detail, language skills, and a responsible approach to tasks, which makes me well-suited for quality control work. My background in editing and proofreading has trained me to spot errors quickly and ensure content meets high standards. I am also a fast learner and committed to maintaining accuracy and consistency in all aspects of work.

Work experience

Proofreader · News Public Service · Tiraspol
 March 2023 - April 2025 · 2 years 2 months

- Proofreading articles and materials before publication
- Correcting grammar, punctuation, and stylistic errors
- Checking texts for clarity, accuracy, and consistency
- Collaborating with journalists, writers, or content creators
- Ensuring all content follows editorial guidelines
- Fact-checking names, dates, and other factual information
- Suggesting edits to improve flow and readability

Skills: Critical thinking and fact-checking skills, Ability to work with tight deadlines, Strong knowledge of punctuation and style rules, Attention to detail, Excellent command of language and grammar

Legal Assistant · Law Office · Tiraspol
 March 2015 - June 2017 · 2 years 4 months

- Preparing legal documents such as claims, contracts, and letters
- Organizing and maintaining case files and legal records
- Assisting in drafting legal correspondence
- Filing documents with courts and government agencies
- Scheduling meetings, court dates, and client appointments
- Conducting legal research when needed

Skills: Confidentiality and professional ethics, Time management and multitasking, Legal research and information analysis, Strong written and verbal communication, Attention to detail and legal accuracy, Knowledge of civil law procedures, Legal document preparation

TOP Skills

- **Confidentiality and professional ethics** · 2 years
- **Time management and multitasking** · 2 years
- **Legal research and information analysis** · 2 years
- **Strong written and verbal communication** · 2 years
- **Attention to detail and legal accuracy** · 2 years
- **Knowledge of civil law procedures** · 2 years

Preferences

- Flexible
- Full-time
- No schedule
- In shifts
- Remote
- Hybrid
- In-house

Languages

- **Romanian** · Don't know
- **Russian** · Native
- **English** · Medium

Driving licence

Operator-casier · Agroprombank · Tiraspol

May 2010 - October 2010 · 6 months

- Processing cash deposits, withdrawals, and payments
- Balancing cash drawers at the end of the day
- Assisting customers with account-related inquiries
- Verifying the authenticity of banknotes and documents
- Maintaining accurate transaction records
- Providing information about banking services and products
- Ensuring compliance with financial regulations and internal policies

Skills: Security awareness and fraud prevention, Computer and banking software proficiency, Ability to work under pressure, Customer service and communication skills, Attention to detail and accuracy, Cash handling and transaction processing

Desired industry

- IT, Tech

Education: Higher

Academy of Economics and Law

Graduated in: 2011

Faculty: Civil Law

Speciality: Jurist

Medical college

Graduated in: 2005

Speciality: Paramedic

Courses, trainings

The course of Software Testing

Graduated in 2023

Organizer: ATIC

Certified Cosmetologist

Graduated in 2011